



INSTRUCTIONS FOR APPLICANTS WITH OUT-OF-STATE COURSES

These Instructions are for applicants who have completed real estate courses in another State and who are not from a Reciprocal State.

- Reciprocal applicants: Select [Reciprocal Individual or Legal Entity](#).
- All Attorney applicants: Select [Instructions for Attorney Applicants](#).

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1. ☐ READ THE CONNECTICUT REAL ESTATE LICENSING LAWS & REGULATIONS
www.dcp.state.ct.us/licensing/realestate.htm - download copy from website
 2. ☐ COMPLETE ATTACHED APPLICATION
Incomplete applications will delay the processing of your application.
 3. ☐ APPLICATION FEE: Salesperson - \$40.00 Broker - \$60.00 (application fees are non-refundable)
Checks Payable to "Treasurer, State of Connecticut"
 4. ☐ ATTACH **ORIGINAL GRADE REPORT(S) or TRANSCRIPT**
Qualifications for Salesperson or Broker license are found under Section II & III of the Application
Real Estate Courses will be considered from any College, University or Professional Real Estate School
✓ **IMPORTANT: APPLICATION CANNOT BE REVIEWED BY COMMISSION WITHOUT COURSE DOCUMENTATION**
 5. ☐ OBTAIN "**CERTIFICATION OF LICENSE HISTORY**" from each State in which you have or had a real estate license;
Copy of license is not acceptable
NOTE: YOU MUST HAVE AN "ACTIVE" LICENSE IN GOOD STANDING AT THE TIME OF APPLICATION.

PROCESSING INFORMATION: Processing time is approximately **6 weeks** from the time we receive your application.

6. ☐ The Connecticut Real Estate Commission Will Review Your Qualifications. They Meet Once Monthly.

TESTING: **You will be required to pass only the State (law) Portion of Connecticut's examination**

7. ☐ If the Commission [approves](#) your qualifications, this Department will enroll you with **PSI** as eligible to test (**PSI is the testing company**). **PSI will mail you a postcard** with further instructions on how to schedule a test date for the licensing examination.
8. ☐ If the Commission [does not approve](#) your qualifications, this Department will mail you a letter listing what is required.

- DO NOT SCHEDULE A TEST DATE WITH PSI PRIOR TO RECEIVING YOUR POSTCARD FROM PSI.
- Registration Fee is non-refundable.

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- If you wish to do business in Connecticut as a [Legal Entity](#), you must obtain a Broker license in the name of that Legal Entity. Once you have passed your Broker Exam, obtain an Application and Instructions for a Legal Entity to obtain a Broker License on our website shown above or call the Department.

BROKER LICENSES EXPIRE – MARCH 31st SALESPERSON LICENSES EXPIRE – MAY 31st



APPLICATION FOR INDIVIDUALS

For Official Use Only

- A. Salesperson Applicants with Connecticut courses complete SECTIONS I, II, VI & SECTION V for non-residents
B. Broker applicants with Connecticut courses complete SECTIONS I, III, VI & SECTION V for non-residents
C. Reinstating (Salespersons) if over two (2) years after expiration of license complete SECTIONS I, II, IV, VI.
D. Reinstating (Brokers) if over two (2) years after expiration of license complete SECTIONS I, III, VI.
E. Reciprocal Applicants complete SECTIONS I, V & VI. Salespersons (& Broker Associates (NY) complete Section IV.
F. All Other Applicants (Salespersons complete SECTIONS I, II, IV, V, VI) (Brokers complete SECTIONS I, III, IV, V, VI)

SECTION I (Type or Print your Answers)

USE "X" TO ANSWER:

☐ SALESPERSON ☐ BROKER
Application Fee - \$40.00 Application Fee - \$60.00
check payable to "Treasurer, State of Connecticut"

USE "X" TO ANSWER:

☐ First License ☐ Reinstatement ☐ Reinstatement & Transfer ☐ Transfer (\$25 Fee)
☐ Non-Resident ☐ Reciprocal ☐ Moved To Connecticut ☐ Attorney
☐ Name Change (salesperson - sections I, IV, & VI) (broker - sections I & VI)

1. NAME OF APPLICANT _____
First Middle Last

2. RESIDENCE ADDRESS _____
Street City/State Zip Code

3. BUSINESS ADDRESS _____
Street City/State Zip Code

4. TELEPHONE: RESIDENCE _____ BUSINESS _____ CELL _____
Residence FAX # _____ Business FAX # _____
E-MAIL ADDRESS _____

5. HAVE YOU EVER CHANGED YOUR NAME? ☐ YES ☐ NO IF YES, GIVE NAME(S): _____

6. DATE OF BIRTH _____ SOCIAL SECURITY # _____

7. Has any complaint been filed against you with any licensing authority of Connecticut or any other State or the District of Columbia?
If yes, give details _____ 7. ☐ YES ☐ NO

8. Have you ever been convicted of a felony crime or a crime related to forgery, embezzlement, obtaining money under false pretenses,
extortion, criminal conspiracy to defraud, or any like offenses? If yes, please attach a statement providing the date(s) of
conviction(s), the court(s) where the cases were decided and a description of the circumstances relating to each conviction(s). 8. ☐ YES ☐ NO

9. Have you ever held or do you currently hold a real estate license in Connecticut or any other State or D.C.? 9. ☐ YES ☐ NO
If yes, give name of State(s) _____ Type of License _____
Dates held _____ License# _____
Attach "Certification of License History" (originals) from each State in which you have or had a real estate license. Copy of license is not acceptable.

10. Have you ever been refused a real estate license in Connecticut or any other State or D.C.? 10. ☐ YES ☐ NO
If yes, Date _____ State _____ Details _____

11. Have you ever had a real estate license revoked or suspended in Connecticut or any other State or District of Columbia? 11. ☐ YES ☐ NO
If yes, Date _____ State(s) _____
Details _____

12. Have you read the Connecticut Real Estate Licensing Laws and Regulations? 12. ☐ YES ☐ NO

13. Do you agree to return immediately any license, when required by the Real Estate Commission, and to conform to all rules
and regulations promulgated by the Commission and this Department? 13. ☐ YES ☐ NO

SECTION II - SALESPERSON EDUCATIONAL REQUIREMENT

Have You Completed:

- I. REAL ESTATE PRINCIPLES & PRACTICES 60 hours Attach Grade Letter _____ YES _____ NO school code _____
Submit one 60-hour course or two Principles & Practices courses provided the first course was completed no earlier than 10/1994.
Please include the ORIGINAL grade letter(s) (no photocopies) for each course completed.
Grade Letters must contain: (a) School Name, (b) School Code, (c) Hours Completed, (d) Grade Received, (e) Signature of School Official

SECTION III - BROKER EDUCATIONAL REQUIREMENTS

Have You Completed:

- I. REAL ESTATE PRINCIPLES & PRACTICES **60 hours** Attach Grade Letter ☐ YES ☐ NO school code _____
Submit one 60-hour course or two Principles & Practices courses provided the first course was completed no earlier than 10/1994.
- II. APPRAISAL **30 hours** Attach Grade Letter ☐ YES ☐ NO school code _____
- III. RELATED SUBJECT IN REAL ESTATE **30 hours** Attach Grade Letter ☐ YES ☐ NO school code _____
- IV. LICENSED AS SALESPERSON AT LEAST 2 YEARS ☐ YES ☐ NO

Please include the ORIGINAL grade letters (no photocopies) for all courses completed.
Grade Letters must contain: (a) School Name, (b) School Code, (c) Hours Completed, (d) Grade Received, and (e) Signature of School Official

SECTION IV

SALESPERSON'S SPONSORING BROKER MUST COMPLETE THIS SECTION

- ☒ Not Required Prior to Taking State Licensing Examination

SALESPERSON NOTE: If you are Reinstating your license & have changed your sponsoring broker from what Consumer Protection has on their records, a Transfer Fee of \$25.00 is required.

NAME OF BROKER _____

BROKER'S LICENSE # _____

LEGAL NAME OF COMPANY _____

TRADE NAME OF COMPANY
(IF APPLICABLE) _____

BROKER'S ADDRESS _____

SIGNATURE OF BROKER _____

DATE OF SIGNATURE _____

SECTION V - ALL NON-RESIDENTS

CONSENT FOR SERVICE OF PROCESS FOR INDIVIDUALS

KNOW ALL MEN BY THESE PRESENTS:
THAT THE UNDERSIGNED _____

COUNTY OF _____ STATE OF _____ Being an applicant for a license as a Real Estate Broker or Real Estate Salesperson under the provisions of Chapter 392 of the Connecticut General Statutes and subsequent amendments thereto, does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut.

In Witness Whereof, The Above Named Applicant Has Signed And Sealed This Instrument

AT _____ ON THE _____ DAY OF _____ 20_____

SIGNATURE OF APPLICANT

SECTION VI - ALL APPLICANTS - NOTARY REQUIRED

I, being duly sworn according to law, hereby affirm that the answers given above are true to the best of my knowledge and belief, and that this application is made for the sole purpose of obtaining a Real Estate Broker/Salesperson License.

STATE _____ CITY OR TOWN _____ COUNTY OF _____

DATE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20_____

Signature of Notary Public

Signature of Applicant